



CIVIL AIR PATROL
United States Air Force Auxiliary
Headquarters Group VII, Ohio Wing
P.O. Box 1334, Fairborn, OH 45324




26 May 2004

MEMORANDUM FOR GROUP VII STAFF

FROM: CC

SUBJECT: Group VII Office Key Issue Policy (CC-024)(Limited Distribution)

1. All members of the Group VII staff (to include additional duty assigned members) are authorized to receive a key to building 1222 and the group office. All keys will be issued to the member on the Group VII Form 14.
2. The group commander is responsible for the issue of keys and may delegate this responsibility to the group logistics officer if desired. All members who receive a key will annotate and sign the Group VII Form 14 and are responsible for the safe keeping of all keys issued until returned to group and annotated as reserved on the form 14.
3. The member will notify the group commander immediately if the key is lost. The group commander will in turn notify the building custodian. The group commander may confiscate any key issued to a group staff member at his or her discretion and can also deny the issue of a key to a group staff member.


MICHAEL K. HOOD, Lt Col, CAP
Commander